**Curriculum Vitae**

**Career Objective**

To join an organization which helps to increase my knowledge and skills and

which would also lead to the organizational growth.

**Career Synopsis**

* Excellent knowledge of methods and techniques of sales.
* Very good Knowledge of Jewelries.
* Expertise in variety of Diamonds, Platinum, Gold, Silver and Gemstones.
* Ability to perform Multiple Tasks.
* Ability to Work with minimal supervisions.
* Ability to understand the requirement and convince the customers.
* Well experienced in MS Office & Internet.
* Excellent spoken & written communication skills in English, Hindi, Malayalam and Kannada.

**Professional Experience**

**Joyalukkas India Pvt Ltd, Banglore, Karnataka, India**

**Sales Executive- May 2013 to Oct 2013**

**Duties**

* Suggest the customers selecting the desired jewelries.
* Rectify minor defects on fine jewelries.
* Prepare feedback on procedures and other issues to the sales manager.
* Help customer in selecting the merchandise and clear jewelries.
* Offer Complimentary gifts to the premium customers.
* Develop clientele by maintaining client profile to send sales notification, thank you mails and special offers.
* Showing and Demonstrating the various features of the jewelry to the customers.
* Collect payments through credit card or cash and ensure the reliability of perchasing.
* Explain policies, payment modes, payment services and repair services to the customers.
* Supervise the store and maintain reports.

**Amanvana Spa Resort, Karnataka, India**

**Front Office/ Activity Incharge- June 2014 to Dec 2014**

**Duties**

* Main Job is to ensure that all the interactions between administration, employees, customers and outside services run smoothly.
* Job entails two distinct responsibilities: Customer service and Correspondence.
* We are supposed to take Appointments, manage schedules, direct customers to proper locations and if necessary process payments.
* Primary goal is to effectively and efficiently manage lobby and greeting area of their employers business while maintaining professional standards.
* We send and receive both regular mail and e-mail, answer phone calls, order supplies, deal with billing , maintainance and security procedures.
* To perform some clerical duties such as Data Entry, inventory and other paper works.
* Organizing the activities like River trekking, Coffee Plantation tour and Movie Playing.
* Following up of payments.

**Education Qualification**

2010 to 2013 Graduation in Bachelors of Computer Applications(Manglore University; Karnataka; India)

**Personal Details**

Date of Birth: 19th Oct 1992

Languages Known: English, Hindi,Malayalam, Kannada

Gender: Male

Nationality: Indian

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